

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

Schedule revision:
Revises Archives # 96-108

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Department TRANSPORTATION	Division: Human Resources & Administration	Section Facilities Management	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature

Raven Joltenko

Date

11/29/06

Signatories

I certify I have reviewed and concur with the records retention periods established on all ___ pages of this document:

State Archivist's signature <i>Terry Ketelsen</i>	Date 12-11-2006	Transportation Attorney signature <i>Larry Monson</i>	Date 11-30-06
State Auditor's signature <i>William E. Kelly</i>	Date 12/15/06	Federal Highway Administration (FHWA) signature <i>Katherine McKelly</i>	Date 12-5-06
Attorney General's signature <i>John W. Suthers by mnm</i>	Date 12/22/06		

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Item#	Description	Retention Period	Special Instructions
1	Auditorium Set-up Request (CDOT #312)	1 year + current	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT
2	Vendor Lists	Until vendor is no longer active or no longer used by CDOT	
3	Space Utilization Reports	Until superseded	
4	Vehicle Parking Records		
	A. Vehicle Parking Decal Request (CDOT #648)	Until information is entered in database	
	B. Parking Database	Until permit is no longer valid + 1 year	
5	Incident Report Form	3 years + current	NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT
6	Threats Against Persons or Property Report (CDOT #1241)	3 years + current	

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Item#	Description	Retention Period	Special Instructions	
7	Exiting Employee Form	6 months		
8	Access Card/Employee I.D. Records			
	A. HQ Access Card and or Photo I.D. Request Form	2 months after information is entered into database		
	B. Access/I.D. Database	Permanent		
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST			NO RECORD SHALL BE DESTROYED UNDER THIS AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT	